

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOH0354212**

Date Posted: **10/24/11**

POSITION NO: **940397**

Closing Date: **11/04/11**

CLASS CODE: **1364**

POSITION TITLE: **Office Assistant**

DEPARTMENT NAME: **Navajo Food Distribution Program**

DEPARTMENT NO: **35** WORKSITE LOCATION: **Fort Defiance, AZ**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R56A**

Days: **Mon - Fri**

Permanent: ☒

SALARY:

Hours: **8:00am - 5:00pm**

Temporary: ☐

Duration: \$ **19,136.00** Per Annum

Part-Time: ☐

No. of Hrs/Wk: **40** \$ **9.20** Per Hour

DUTIES AND RESPONSIBILITIES:

Answer telephone, routes calls, and/or takes messages; greets and refers visitors to appropriate staff/resources; response to routine inquiries that requires judgment in determining the type of information that may be released; provides function specific information, instructions and forms; types routine correspondence, reports, labels, and forms; maintain electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating.

Receives, log in and distributes incoming mail; responds to request for photocopies or microfilmed information; may oversee day-to-day operation of duplicating machines and related equipment; may prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; takes and transcribes minutes of meetings; enters data into database; may order, stock and distribute office supplies.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and (1) year of general office, public contact or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo/English languages as condition of employment.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, diploma, certificates, etc.)

Experience:

Ability to do clerical work involving independent judgment. Experience with computer software, word processing, database, and spreadsheet applications. Skill in maintaining filing and records systems to be able to follow oral and written instruction. Prepare clear and comprehensive reports; prepare a variety of records, reports and correspondence using computer software.

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical and office support practices and procedures.

Knowledge of computer software, word processing, database, and spreadsheet applications.

Skill in operating office equipment, including computer programs.

Skill in English composition, grammar and punctuation.

Skill in establishing and maintaining effective working relationships

License/Certification Requirements:

Must have a valid state driver's license, **preferred**.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99